

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/022507-2021>

Tender

## **Corn Exchange, Witney, Specialist Theatre Systems - Theatre Seating**

Witney Town Council

F02: Contract notice

Notice identifier: 2021/S 000-022507

Procurement identifier (OCID): ocids-h6vhtk-02df5a

Published 10 September 2021, 11:07am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Witney Town Council

47 Market Square

WITNEY

OX286AG

#### **Contact**

Adam Clapton

#### **Email**

[projects@witney-tc.gov.uk](mailto:projects@witney-tc.gov.uk)

#### **Telephone**

+44 1993704379

#### **Country**

United Kingdom

**NUTS code**

UKJ - South East (England)

**Internet address(es)**

Main address

[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

Buyer's address

[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Corn Exchange, Witney, Specialist Theatre Systems - Theatre Seating

#### **II.1.2) Main CPV code**

- 39111200 - Theatre seats

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The Corn Exchange is a grade II listed building in the heart of Witney, providing a social and creative resource for the people of Witney and visitors.

It was built by the private 'Corn Exchange Company' in 1863, replacing a 16th Century building used in the 1850's as a corn returns office. From the outset, it was used for social events and meetings as well as corn dealings and housed several clubs and societies.

The main hall currently has no permanently installed technical theatre systems or seating so the proposal is to install these systems to enable the venue to be utilised by local theatre and music groups and small-scale touring productions.

This specification is for the supply and installation of theatre seating.

#### **II.1.5) Estimated total value**

Value excluding VAT: £55,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

Main site or place of performance

The Corn Exchange, Witney, Oxon.

#### **II.2.4) Description of the procurement**

- The seating system shall incorporate a fixed rear platform with an access corridor underneath.
- It shall be telescopic and designed to conform to the latest standards for strength, stability and safety, including, but not limited to BS5588.
- The seating unit shall be fixed in place, preferably to the brick rear wall.
- The TSC shall allow for checking all on site dimensions prior to manufacture to ensure the finished product shall fit in the available space.
- The seating contractor shall allow for checking the existing floor finish (timber parquet on concrete) to ensure proper operation of the telescopic unit.
- Layout and numbers of seats are shown on the enclosed drawings.
- Self-stacking side rails shall be provided to one side of the unit, it shall not be necessary to remove the side rails prior to retracting the unit.
- A kick plate shall be provided to the other side of the unit adjacent to the wall.
- Some seats in the rear row shall be removable to allow for a control position to be created.
- All seats in the front row shall be removable in blocks of no more than 2 seats to allow for wheelchair spaces to be created.
- A cost for timber fascia panels (including aisle infill panels) shall be provided as an option in a finish to be confirmed.
- The TSC shall provide for all necessary materials and labour to complete the installation.
- Price shall include all costs, including delivery to site, installation, commissioning, training and warranty.
- The TSC shall include for project management to include design of the seating units, site visits to check site suitability and dimensions and to liaise with the design team,

attendance at site design/progress meetings as required, commissioning and training.

- Samples of seating options to be provided for evaluation during the contract with final design and type/style of seating to be approved by the Client/Consultant prior to manufacture. Specification is for the supply and installation of theatre seating.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £55,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

1

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

1 October 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 1 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

1 October 2021

Local time

2:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Witney Town Council

Town Hall, Market Square, Witney

Oxfordshire

OX28 6AG

Email

[projects@witney-tc.gov.uk](mailto:projects@witney-tc.gov.uk)

Telephone

+44 1993777827

Country

United Kingdom

Internet address

[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)